

DELAWARE TRANSIT CORPORATION

POSTING NO 063-2012

POSITION VACANCY POSTING

DATE OF POSTING May 10, 2012

CLOSING DATE May 17, 2012

**METHOD OF APPLICATION: COVER LETTER/RESUME/EMPLOYMENT APPLICATION**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR AN EMPLOYMENT APPLICATION OR BY SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **May 17, 2012**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 990 JOB CODE #: 103

POSITION TITLE Automotive Parts/Inventory Control Specialist

PAY GRADE 7 PAY RATE \_\_\_\_\_ PAY RANGE \$11.976153 - \$15.968205  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Dart III DEPARTMENT Finance  
SECTION Fiscal

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CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C X

SCHEDULED HOURS 11:30 PM - 8:00 AM SCHEDULED DAYS: Thursday, Friday, Saturday, Sunday, Monday,

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SUMMARY OF POSITION:

The Automotive Parts/Inventory Control Specialist is responsible for issuing and maintaining inventory of automotive parts for Delaware Transit Corporation's North District demand response and South District demand response and fixed route transit operations. Specific responsibilities include issuing replacement parts to Automotive and Service Technicians; receiving and inspecting parts and supplies, checking deliveries against purchase orders, placing items in inventory records and stock; ensuring security procedures for inventory control are strictly observed; maintaining records of fuel tank levels and preparing and submitting daily reports; and assisting in physical inventories. The incumbent may on occasion also be directed to make local purchases of items not in inventory and prepare purchase orders to maintain established inventory levels.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

**SEE PREFERRED QUALIFICATIONS ON SECOND PAGE**

## PREFERRED QUALIFICATIONS

Please address each Preferred Qualification separately.

1. Experience with computerized automotive inventory systems.

**Applicants must detail all experience with the types of computerized inventory system used, the type of automotive parts, and the volume of inventory involved.**

2. Experience in maintaining inventory records.

**Applicants must detail all experience in the types of automotive parts and inventory records maintained and the volume of records maintained.**

3. Experience in performing basic mathematical computations.

**Applicants must detail all experience in performing mathematical computations pertaining to inventory control.**

JOB DESCRIPTION: AVAILABLE THRU HR DEPT\_\_\_\_\_X\_\_\_\_\_

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EQUAL OPPORTUNITY EMPLOYER

**" Resume must specifically address the skills referenced in the Preferred Qualifications."**

Req. # 701450